

BUILDING INFO AND PRICES

Willow Wood Multi Purpose Building-

Located at 113 Willow Wood Drive
Big Hall- 6,800 sq. ft. & Meeting Room A- 1,200 sq. ft.
Big Hall- 252 people seated/ 450 reception style
Room A- 35 people seated/ 70 reception style
\$600- rental, \$300-deposit

Francis Romero Memorial Building- 4,500 sq. ft.

Located at 6310 Coteau Park Road
210 people seated/ 350 reception style
\$400-rental, \$300-deposit

Camp Knighton Building- 3,000 sq. ft.

Located at 114 Camp Knighton Road, in Morbihan Park
132 people seated/ 225 reception style
\$300-rental, \$300-deposit

Loreauville Multi Purpose Building- 6,000 sq. ft

Located at 601 Ed Broussard Rd., in Loreauville Park
240 people seated/ 400 reception style
\$400-rental, \$300-deposit

King Joseph Recreation Center

Gym-approximately 7,000 sq. ft. & Auditorium- approximately 4,000 sq. ft.
Gym- 258 people seated/ 375 reception style
Auditorium- 200 people seated/ 300 reception style
Located at 701 Hebert St. in Jeanerette
\$300-rental, \$300-deposit

Ward 8 Recreation Center

Large Hall- 5,000 sq. ft., Meeting Room A- 350 sq. ft., Meeting Room B- 950 sq. ft.
Lrg. Hall- 300 people seated/ 400 reception style
Meeting Room A- 30 people seated/ 40 reception style
Meeting Room B- 50 people seated/ 60 reception style
Located at 803 Hubertville Rd in Jeanerette
\$400-rental, \$300-deposit

Rental fee includes over 6 consecutive hours of set up time, 4 hours of event time, and 1 hour to breakdown after function. Tables & chairs ARE included in the cost.

RENTAL FEES: Rental fee is due when rental application is filled out and submitted and fee is non-refundable. Security deposit is due the day before scheduled function by 3:00pm. The rental fee DOES include tables and chairs. BUILDING IS NOT BOOKED UNTIL ALL FEES ARE COLLECTED & ALL PAPER WORK IS COMPLETE.

CANCELTION: Rentor can only get 50% of rental fee back if cancelation may occur. The remaining 50% will be applied as a credit to the rescheduled function day. Functions may be rescheduled up to 6 months after the cancelation date, depending upon availability of the building. Office must be notified of new function date within 30 days of cancelation. Functions canceled 2 weeks prior to the rental date, will be subjected to forfeiting the entire fee. All cancelations must be submitted in writing to the administrative office. (Exception: Natural Disasters. Rentor will not forfeit fee. Function must be rescheduled. If building is damaged during storm, we will move function to another available building.)

SET UP POLICY: Set up time is based on the availability of the building. Set up time is limited to a maximum of 5 hours prior to the scheduled event. Rentor is responsible for making all arrangements with caterer, DJ, decorator, etc. on function day. All deliveries must be made during the 5 hour set up time. Failure to do so will result in an extra hour charge.